

THE 2005 – 2006



STUDENT HANDBOOK

<http://NevadaTreasurer.gov>



Brian K. Krolicki
State Treasurer

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State Treasurer



John E. Adkins
Chief Deputy Treasurer

STATE OF NEVADA
OFFICE OF THE STATE TREASURER
NEVADA PREPAID TUITION PROGRAM

Handbook 2005-2006

Dear Student:

This handbook is designed to help you use your Nevada Prepaid Tuition Program account and includes information on how to use your benefits. Please read this handbook carefully. Most of your questions will be addressed in the handbook. If not, please visit our website at <http://NevadaTreasurer.gov/college> or call us at (888) 477-2667 or (702) 486-2025. It is very important that you return the "Intent to Enroll" form included with this mailing no later than June 16, 2005, even if you do not plan to use your tuition benefits this Fall.

The purchaser of your Nevada Prepaid Tuition Program contract made a financial commitment to provide you with this opportunity. I hope you appreciate their support throughout your education. On behalf of the staff at the State Treasurer's Office, congratulations on reaching this point in your academic career and best wishes for your continued success.

Best regards,

A handwritten signature in blue ink, appearing to read "Brian K. Krolicki", with a stylized flourish at the end.

Brian K. Krolicki
State Treasurer

555 E. Washington Ave.
Suite 4600
Las Vegas, NV 89101-1075



(888) 477-2667 Toll Free
(702) 486-2025 Telephone
(702) 486-3246 Fax

Internet: NevadaTreasurer.gov

How do I begin using my Nevada Prepaid Tuition Program benefits?

An *Intent to Enroll Form* is included in this package. All forms and program information are also available on our website: NevadaTreasurer.gov/college. After you complete this form and send it to us, we will begin the process of paying tuition on your behalf. This form is **not** binding, and you may change your mind about which school you plan to attend prior to the beginning of the school year. If you change schools, however, please contact the Nevada Prepaid Tuition Program (NPT) and a new *Intent to Enroll Form* will be sent to you. If you do not plan to use your NPT benefits this year, please indicate this on your *Intent to Enroll Form*. **Your account must be paid in full, including any outstanding fees, before we will pay the tuition at your college or university.**

Please note that the *Intent to Enroll Form* authorizes the NPT office to disclose the student's Social Security number to the educational institution indicated on the form. This is necessary to ensure proper credit to your account.

What schools are eligible to receive NPT payments?

The college or university you choose to attend is not limited to Nevada schools and may be any public, private, out-of state or proprietary institution that is eligible to participate in student financial aid programs under Title IV of the Higher Education Act of 1965.

What if I attend school out-of-state?

You must notify the NPT office in writing 60 days in advance of your intent to enroll at an out-of-state college or university. After we receive this notification, we will contact the institution to make arrangements for payment.

During registration, you should contact your school's billing office to establish invoicing procedures. If the school has not received this information when you register, please have someone contact NPT at NevadaTreasurer.gov or toll-free at 1-888-477-2667. You are responsible for letting the billing officers know that they need to send an invoice to NPT on your behalf.

NPT will then pay the school directly after receipt of the invoice. There is a \$25 processing fee that will be billed to your contract for the first semester funds are dispersed on your behalf to an out-of-state school you attend. NPT will transfer to the out-of-state school the same amount that would have been paid to a Nevada institution. You are required to pay the school any difference in tuition that exceeds the amount NPT will pay on your behalf.

What documentation must I provide for NPT to make payments to my school?

After submitting an *Intent to Enroll Form*, each fall and spring semester the billing office at the in-state community college or university you are attending will receive a list of eligible NPT beneficiaries. When you go through registration, please tell school officials that you are participating in NPT. The rest will be taken care of by the school and NPT staff.

When will NPT make payments to my school?

The in-state schools will bill NPT each semester once the add/drop period has ended. All hours billed will be deducted from your account.

The annual NPT statement sent at the beginning of each year will provide information on how many hours have been deducted from the contract. This “usage statement” will detail invoices paid and credit hours deducted from your account. Please check this statement to ensure its accuracy. If corrections need to be made, or if you have any questions about the statement, please contact us at NevadaTreasurer.gov or call NPT toll-free at 1-888-477-2667.

Is NPT measured in academic years or credit hours?

NPT benefits are measured in terms of credit hours. The four-year university plan is 120 credit hours; the two-year university plan is 60 credit hours; the two-year community college plan is 60 credit hours; and the two-year community college plan/two-year university plan is 60 community college credit hours and 60 university credit hours. Students attending part-time may use their prepaid tuition credit over a period as long as 10 years from the projected enrollment year indicated in the contract. Years in military service do not count toward the 10-year contract expiration period.

How does NPT make payments if I enroll part-time?

Since NPT is based on credit hours, the payments will be based on the number of credit hours registered for each semester.

I am eligible to begin using my NPT benefits, but I am not going to college right away. What are my options?

NPT benefits are good for ten years, or up to the age of 30, whichever comes first, following the beneficiary’s projected date of graduation from high school. The only exception is granted to men and women who are active duty members of the United States Armed Services. In this case, all time spent on active duty will be added to the ten year time restriction.

How are payments made?

Your educational institution will bill NPT for tuition on your behalf and we will make payments either electronically or by check directly to the school. You will be required to pay any other charges and fees.

What if I withdraw after add/drop?

If you decide to withdraw from school after the registration period has ended, but before classes begin, you must notify the billing office at your school so that your contract will not be billed. Otherwise, payment will be made to the school and these credit hours will be deducted from your account. You will be responsible for paying any fees associated with withdrawing from school. There will not be an adjustment to your account for credit hours dropped after an invoice has been paid by NPT. Any refund under these circumstances will be between you and the school.

How much will NPT pay if I attend a Nevada public college, university or community college?

NPT will pay the full amount of your in-state undergraduate tuition (called registration fees by the institutions) on a semester-by-semester basis. There is no dollar amount placed on your account. All accounts are measured in terms of credit hours. A typical course load is considered to be 15 credit hours per semester, therefore it is estimated that one year of college (2 semesters) is equal to 30 credit hours. NPT will pay the number of credit hours you take each semester, up to the maximum number of credit hours on your contract.

How much will NPT pay if I attend an out-of-state public or private college or university?

If you attend a private university, an out-of-state institution or a proprietary school, NPT will pay the same rate per credit hour then charged by an in-state Nevada public institution.

May NPT benefits be used during summer terms?

The credit hours may be used in any combination during the school year, including summer terms, up to the maximum number of credit hours available.

What fees are covered by my NPT account?

The program is designed to only cover tuition (registration fees) on your behalf each academic term you enroll. NPT does **not** cover housing, room and board, new student, recycling, health, technology, lab or any other fees your school may assess.

I need to send in a deposit to hold my place in the entering class. How will this payment affect NPT benefits?

Some schools require a non-refundable deposit when the student accepts an offer of admission. If the school applies the deposit to tuition, your contract should show a credit balance after the NPT payment is made. This credit can be applied to mandatory fees or expenses not covered by NPT or handled according to your school's refund policy.

How will my NPT benefits affect my application for financial aid?

NPT benefits are not included on the Free Application for Federal Student Financial Aid (FAFSA), which is the application most colleges and universities use for determining need-based financial aid eligibility. Even though NPT benefits are not included on the FAFSA, they are usually taken into account by colleges and universities when determining a student's need.

For details or additional information concerning the effect that your NPT contract will have on your eligibility for need-based financial aid, please contact the financial aid office of the school you plan to attend.

Can community college benefits be applied to a four-year college or university, and vice-versa?

Yes. NPT will pay even when you attend a school that was not your selected plan type. For instance, if you have a Two-Year Community College Plan and attend a four-year university as a freshman, NPT will pay the university the credit hour rate for the community college and you would make up the difference. If you have a Four-Year University Plan and attend a community college, NPT will pay the community college rate. Upon completion of your schooling, the purchaser may request a refund of the remaining balance pursuant to the Board's policy.

What happens if I receive a Millennium Scholarship?

Your NPT account and the Millennium Scholarship are completely compatible and work together to cover the qualified expenses associated with higher education. You may use the NPT funds to pay for your tuition and your Millennium Scholarship funds to pay for books, room and board, fees, etc. As a Millennium Scholar you may utilize your scholarship benefits at any eligible Nevada institution of higher education. If you have questions regarding utilizing both your NPT benefits and the Millennium Scholarship please contact us at NevadaTreasurer.gov or call (702) 486-3383 or toll free (888) 477-2667.

What happens if I receive a full or partial scholarship?

If you accept a scholarship that covers the full cost of your tuition, which renders your NPT contract unusable, the purchaser of your contract may receive a refund of 100% of the amount of contract payments paid. Refund payments will be issued upon receipt of a *Refund Form* available on our website. You may access our website at NevadaTreasurer.gov. Proof of the scholarship must be submitted in the form of a copy of the letter received from the granting foundation.

If you accept a partial scholarship specifically designated for tuition, the purchaser of the contract may receive a refund equal to the amount of the partial scholarship. Refund payments will be issued upon receipt of a *Refund Form*. Proof of the scholarship must be submitted in the form of a copy of the letter received from the granting foundation.

What if I transfer to a different school for my second semester or in subsequent years?

NPT pays benefits on a semester-by semester basis, so you will be able to apply your benefits to the new school. You must notify us as soon as possible if you are planning to transfer so that we will have time to make payment arrangements with the new school.

You are responsible for notifying us of your intent to transfer by filling out a new *Intent to Enroll Form*. A new form can be obtained by downloading it from our website at NevadaTreasurer.gov or by calling us toll-free at 1-888-477-2667.

The beneficiary is starting college before his or her projected enrollment year. How do I activate program benefits?

The contract may be utilized up to two years prior to the projected enrollment date if the child is a senior or graduates from high school early **and** if the contract has been paid in full. The purchaser of the contract must provide written notice to the program at least 60 days prior to the new matriculation date.

Does the purchase of a NPT contract guarantee the beneficiary admission to a school?

No. The purchase of a NPT contract does not guarantee beneficiaries admission to any school. Educational institutions have differing admission standards, depending on the number of spaces available for incoming freshmen and the number of applications submitted for those spaces. We suggest you check with the schools to determine their admission requirements.

What if I still have credit hours remaining when I graduate?

If you still have credit hours in your NPT contract when you graduate from college, you have several options for the remaining amount. You may apply them to additional undergraduate course work, the purchaser of the contract may request a refund, or the purchaser may request that the remaining amount be rolled over into a 529 College Savings Plan account. The 529 College Savings Plan will allow you to then use these monies toward post-graduate work or other qualified educational expenses. To find out more about a 529 College Savings Plan account, please visit our website at NevadaTreasurer.gov or call toll-free 1-888-477-2667.

Do NPT contracts cover the cost of graduate or professional school?

No. The contract only covers the cost of attending an undergraduate institution. Funds in a 529 College Savings Plan account may be used to cover the cost of post-graduate studies.

If a beneficiary with a contract uses only a portion of the contract, may the remainder be transferred to a sibling?

No. Once contract benefits are paid on behalf of the beneficiary, the contract is no longer transferable.

How can I get more information?

Visit our website at NevadaTreasurer.gov or call us toll free at 1-888-477-2667.

INTENT TO ENROLL FORM

Purchaser's Name	Contract Number
Beneficiary's Name	Beneficiary's Social Security Number

STUDENT MAILING ADDRESS

Street Address (include apartment number)		
City	State	Zip
Daytime Phone (Area Code and Number)		Evening Phone (Area Code and Number)

Please return form even if benefits are not being used.

☐ **PLEASE CHECK HERE IF BENEFITS ARE NOT BEING USED THIS YEAR**

Student intends to enroll in _____
Name of School
located at _____
Street Address

City State Zip Phone number

☐ Community College ☐ College/University ☐ Other Eligible Institution
☐ Please check here if you are transferring to this school

Beginning in the: (Please check one of the following and circle the corresponding year.)

☐ Fall semester of 2005 2006 2007
☐ Spring semester of
☐ Summer session of

INFORMATION RELEASE AND REFUND CERTIFICATION

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned Purchaser and Beneficiary authorize the Nevada Prepaid Tuition Program and the school listed above to disclose to each other personally identifiable information, including the Beneficiary's Social Security Number and any other account or invoice information necessary to make payment arrangements. The undersigned certify that the information provided on this form is true and correct to the best of their knowledge and belief. The undersigned understand that non-qualified distributions are subject to penalty. The Purchaser and Beneficiary agree to notify the Nevada Prepaid Tuition Program immediately in writing of any refunds related to any distributions from this account.

Beneficiary's Signature

Purchaser's Signature

PLEASE RETURN THIS FORM NO LATER THAN June 16, 2005, to State Treasurer Brian K. Krolicki, Nevada Prepaid Tuition Program, 555 E. Washington Ave., Suite 4600, Las Vegas, NV 89101, or fax to 702-486-3246. **Failure to return this form by the date indicated may result in a delay in the processing of your distribution.**